

**ENROLLED MINUTES OF THE
HIGHLAND WATERWORKS BOARD OF DIRECTORS
OCTOBER 26, 2017**

The Highland Water Works Board of Directors convened in study session immediately before the Regular Meeting at 6:35 p.m. on Thursday October 26, 2017 in the upper meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland Indiana, in order to discuss the final agenda of the regular meeting.

ROLL CALL: Present on silent roll call were Directors George A. Smith, George Georgeff, Matthew Timmer and Edward Dabrowski. Also present were Derek Snyder, NIES Engineering Inc.; John Bach, Public Works Director; Michelle Kobeszka, Recording Secretary; Mike Pipta, Fire Department; Jared Tauber, Board Attorney; Mark Herak, Town Council Liaison; and Michael Griffin, Clerk Treasurer.

1. Mr. Snyder provided an update on the Kennedy Ave. and Woodward Ave. projects. Both contractors are expected to complete their punchlists in November. Upon satisfactory completion of the punchlists, recommendations to release retainage would be issued in advance of the Board's November 30th meeting.

2. Director Timmer inquired about the status of projects for construction in 2018. Mr. Snyder reported that the Martha Street and Wicker Park Manor Water Main Projects would be the primary projects for 2018. In addition, water main replacement in the 3500 block of Jewett Avenue could also be included for 2018, since the survey work was completed this year. Mr. Bach is awaiting responses from residents of the 3500 block of Jewett Avenue to determine whether the street would be reconstructed as part of an assessment on property owners or only resurfaced after water main installation.

3. Mr. Griffin discussed gross receipts and suggested a formal rate review to be done by the end of the year. Mr. Herak inquired about the balance in capital fund from last year. Mr. Griffin stated that the remaining balance in the capital fund should be used by the end of this year. President Smith indicated the Board's desire to apply the funds towards the Bradley Pump Station painting and/or fire hydrant purchases.

4. President Smith discussed the agenda items.

The Highland Water Works Board of Directors met in its Regular Session on Thursday, October 26, 2017 at 7:00 p.m. in the upper meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland Indiana. President Smith opened the meeting. The minutes were recorded by Michelle Kobeszka, Serving as Recording Secretary. The session was opened with the Pledge of Allegiance.

ROLL CALL: Present on roll call were Directors George A. Smith, George Georgeff, Matthew Timmer and Edward Dabrowski. Also present were Derek Snyder, NIES Engineering Inc.; John Bach, Public Works Director; Michelle Kobeszka, Recording Secretary; Mike Pipta, Fire Department; Jared Tauber, Board Attorney; Mark Herak, Town Council Liaison; and Michael Griffin, Clerk Treasurer

MINUTES: President Smith asked if there were any corrections to the Minutes of the Regular Meeting of September 28, 2017, as prepared and posted. Director Timmer moved to approve the Minutes of the Regular Meeting on September 28, 2017. Director Dabrowski seconded. On a vote viva voce, the motion passed.

Special Orders: NONE

1. *Highland Waterworks
Board of Directors
Resolution No. 2017-26*

A RESOLUTION ACCEPTING THE QUOTE OF PRISM PAINTING COMPANY OF HIGHLAND FOR THE BRADLEY PUMPING STATION INTERIOR PAINTING IN THE AMOUNT OF \$29,875.00, AS THE LOWEST RESPONSIVE AND RESPONSIBLE QUOTE.

**WATER WORKS DISTRICT OF HIGHLAND
Board of Directors
Resolution No. 2017-26**

A RESOLUTION ACCEPTING THE QUOTE OF PRISM PAINTING COMPANY OF HIGHLAND FOR THE BRADLEY PUMPING STATION INTERIOR PAINTING IN THE AMOUNT OF \$29,875.00, AS THE LOWEST RESPONSIVE AND RESPONSIBLE QUOTE. Director Georgeff moved to approve Resolution No. 2017-26. Director Timmer seconded. On a vote *viva voce*, the motion passed.

Whereas, The Water Works District of Highland has determined the need to paint the interior of the Bradley Pumping Station; and

Whereas, the Public Works Director, pursuant to §3.05.050(D)(1)(6)(7) of the HMC, serves as the Purchasing Agent for the Water Works District; and

Whereas, the Purchasing Agent expected that the purchase would be less than \$50,000 and, pursuant to §3.05.060(G) of the HMC, may invite quotes from at least three (3) persons (vendors) known to deal in the lines or classes of supplies to be purchased or purchase the equipment in the open market without inviting or receiving quotes; and

Whereas, the Purchasing agent invited quotes, pursuant to §3.05.060(G) of the HMC, to be received at 4:00 p.m. on September 29, 2017, from three (3) persons (vendors) known to deal in the lines or classes of supplies to be purchased and the following quotes were received:

| Dealer | BID AMOUNT |
|-----------------------------|-------------|
| Prism Painting Company | \$29,875.00 |
| KM Plant Services | NO BID |
| Cannon Sline Industrial INC | NO BID |

;and

Whereas, the Board of Water Works Directors, pursuant to §3.05.030(E) of the HMC serves as purchasing agency for the Water Works Department; and

Whereas, the purchase price exceeds \$15,000.00 and, pursuant to §31.18(C) of the HMC requires the express approval of the purchasing agencies; and

Whereas, the purchase will be supported by the Water Works Improvement fund and there is sufficient budget authority in order to support the purchase; and

Whereas, the Board of Water Works Directors now desire to approve and authorize the Public Works Director to complete the purchase pursuant to the terms stated herein.

Now, Therefore Be it Resolved by the Board of Directors of the Highland Waterworks, Lake County, Indiana, as follows:

Section 1. That the quote of Prism Painting Company in the net amount of Twenty-Nine Thousand Eight Hundred Seventy-Five Dollars and 00/100 Cents (\$18,135.), for the painting of Bradley Pumping Station Interior is hereby accepted as the lowest responsive and responsible quote;

Section 2. That the Public Works Director is hereby authorized to issue a purchase order to Prism Painting Company, and to execute all documents necessary to implement the purchase thereof.

Duly Adopted, Resolved and Ordered by the Waterworks Board of Directors of Highland, Lake County, Indiana, this 26th day of October 2017. Having been passed by a vote of 4 in favor and 0 opposed.

**HIGHLAND WATERWORKS
BY ITS BOARD OF DIRECTORS:**

/s/ George A. Smith, President

Attest:

/s/ George Georgeff, Secretary

2. *Highland Waterworks
Board of Directors
Resolution No. 2017-27*

A RESOLUTION AMENDING THE 2017 CAPITAL PROJECT BUDGET OF THE WATERWORKS TO BE PAID FROM ITS WATERWORKS IMPROVEMENT FUND

**Water Works District of Highland
Board of Directors
Capital Budget Resolution No. 2017-27**

A RESOLUTION AMENDING THE 2017 CAPITAL PROJECT BUDGET OF THE WATERWORKS TO BE PAID FROM ITS WATERWORKS IMPROVEMENT FUND. Director Dabrowski moved to approve Resolution No. 2017-27. Director Timmer seconded. On a vote *viva voce*, the motion passed.

Whereas, The Highland Waterworks is governed by its Board of Directors, pursuant to the provisions of IC 8-1.5-4 et seq.; and

Whereas, IC 8-1.5-4-4 specifically provides that the Board of Directors shall manage and control all works of the waterworks and may purchase, acquire, construct, reconstruct, operate, repair and maintain all water works; and

Whereas, The Board of Directors in performing its duties, may adopt resolutions, rules and by-laws that are necessary to carry out the provisions of IC 8-1.5-4 et seq. including repealing or amending them consistent with the Waterworks Law; and

Whereas, The Board of Directors adopted Resolution No, 2017-01, A Resolution Establishing the 2017 Capital Project Budget of the Water Works to be Paid from its Waterworks Improvement Fund; and

Whereas, The Board of Directors has now determined to construct certain Projects not included in the original budget and amend the 2017 Capital Project Budget of the Waterworks Improvement Fund to include said project, all for the sound management and control of the waterworks in performing its duty to construct, reconstruct, repair, and maintain all water works.

Now, Therefore Be it Resolved by the Board of Directors of the Highland Waterworks, Lake County, Indiana, as follows:

Section 1. That for the Capital expenses as hereinafter identified of said Waterworks, the following allowances for the identified sums of money are hereby fixed and ordered set apart for the purposes herein specified to be paid from Waterworks Improvement Fund:

| | |
|---|-------------|
| Martha Street Water Main Project (PE) | \$44,000.00 |
| Wicker Park Dr/Robertson Pl/Walnut Dr Water Main Project (PE) | \$37,500.00 |
| Equipment (Utility Cargo Van) | \$12,000.00 |
| Total | \$93,500.00 |

Section 2. That the Municipal Fiscal Officer is instructed and authorized to assign such accounts and establish such financial reporting methodology as to permit the regular review of the Capital expenses herein identified as compared to the budgeted amounts and to otherwise carry out the objects and purposes of this resolution;

Section 3. That the Superintendent of the Waterworks is instructed and authorized to prepare accounts payable for projects identified herein in such a manner as to support and permit the regular review of the Capital expenses herein identified as compared to the budgeted amounts and to otherwise carry out the objects and purposes of this resolution;

Section 4. That there shall be no capital expenditure for the identified projects in excess of the amounts fixed by this resolution without express action by the Board of Directors, revising the amount fixed and authorizing the additional allowance amount;

Section 5. That this Resolution shall be effective immediately upon its passage and adoption by the Board of Directors and may be amended or repealed by subsequent resolution duly passed and adopted.

Duly Adopted, Resolved and Ordered by the Waterworks Board of Directors of Highland, Lake County, Indiana, this 26th day of October 2017. Having been passed by a vote of 4 in favor and 0 opposed.

**HIGHLAND WATERWORKS
BY ITS BOARD OF DIRECTORS:
/s/ George A. Smith, President**

Attest:
/s/ George Georgeff, Secretary

3. Action to approve payment for 10 Hydrants at \$2,130.00 ea for a total of \$21,300.00. Director Timmer moved to approve. Director Dabrowski seconded. On a vote viva voce, the motion passed.

New Business:

- Reports:**
1. Waterworks Superintendent - NONE
 2. Waterworks Attorney- NONE
 3. Waterworks Engineer- NONE
 4. Fire Department- Open House had a large turn out

Business from the Floor: NONE

Claims:

Per the docket in the amount of:

| | | |
|-------|----------------------|--------------|
| 062 | Consumer Deposits | \$99.83 |
| 064 | Waterworks Operating | \$235,211.40 |
| <hr/> | | |
| Total | | \$235,311.23 |

Director Georgeff moved to approve the claims per the October 26, 2017 docket in the amount of \$235,311.23. Director Timmer seconded. On a vote viva voce, the motion passed.

Notes:

Michael Griffin stated he will have the policy/rules, wording and guidance that will be inserted in the utility billing at the next meeting.

Next Meeting:

The next Public Meeting will be held on Thursday, November 30, 2017 at 7:00 p.m. following a study session at 6:30 p.m.

Meeting Adjourned at: 7:15pm

ADJOURNMENT: With no other business to come before the Board of Waterworks Directors, President George A. Smith moved to adjourn.

Respectfully Submitted,
Michelle Kobeszka,
Recording Secretary